

Basic Skills Meeting
Location: AD/SS 200C
Time: 2:30-3:30 P.M.
Date: September 11, 2012

ATTENDANCE ROSTER:

[Those in attendance are marked with "x"]

x	Ailsa Aguilar-Kitibutr	x	Amy Avelar		Colleen Calderon		Dan Angelo
x	Dirkson Lee (Scribe)	x	Edward Jones	x	Haragewen Kinde (Chair)	x	James Smith
x	Kay Weiss	x	Keith Lee	x	Kevin Kramer	x	Marco Cota
x	Nori Sogomonian	x	Odette Salvaggio	x	Paula Ferri-Milligan (Co-chair)		Richard Jaramillo
	Roger Powell	x	Rose King	x	Stephanie Briggs		Willene Nelson

Call to Order: 2:32 P.M.

1. APPROVAL OF MINUTES

No minutes to approve

2. OPENING OF MEETING

- Issues concerning the narrative and budget of Basic Skills was the focus of the meeting

3. BUDGET

DR. KINDE

- Budget report and forms were introduced concerning how to understand and complete them
- The documents that were discussed are as follows:
 - Prior Year Basic Skills Funding Information
 - 2012-2012 ESL/Basic Skills Allocation Expenditure Plan
 - Prior Year Basic Funding Information worksheet
- The areas of Basic Skills that were a priority to the campus were identified as:
 - Counseling
 - Extended hours for writing and reading tutoring
 - Tutoring Center
 - Tumaini and Puente
- Possible areas that need to be addressed with funding include:
 - Using the STEM program to fund basic skills
 - The training of faculty in Basic Skills
 - The establishment of planning processes for Basic Skills funding
 - The planning of Basic Skills projects for the next year
 - The continuation of current projects in order to see long range results

4. RESEARCH AND PLANNING

DR. SMITH

- Introduced known factors that lead to success of students

- Emphasis was placed on the following factors:
 - Encouraging basic skills students to take successive courses immediately.
 - Pass rate is not a good indicator of success
 - College should start including GPA in data

5. DISCUSSION OF BASIC SKILLS **PAULA**

- Through the discussion, the areas in basic skills that could be improved or implemented are as follows:
 - Planning for how Basic Skills funding should be allocated needs to happen earlier
 - There needs to be basic skills training for faculty
 - There needs to be a continuation of successful projects and efforts:
 - Counseling
 - Tutoring
 - Puente
 - Tumaini
 - There should be a campus wide discussion to see if the basic skills needs for the campus has changed
 - The Basic Skills committee should put into place a systematic process to help interested parties on the campus to fund projects to assist basic skills students
 - Counseling might work with Research and Planning to expand counseling services
 - There should be more Basic Skills training opportunities through Professional Development

6. ASSIGNED TASKS **OPEN**

- Assess campus needs concerning basic skills. Possibility of bringing the issue to the Academic Senate
- Work on draft of the Basic Skills budget
- Develop the narrative of Basic Skills at SBVC
- Include Supplemental Instruction (SI) in Basic Skills proposal

MEETING ADJOURNED: 3:30 P.M.